



POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No.										
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> NAF PD 104		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		6. OPM Certification No.									
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No											
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code									
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date			
a. Office of Personnel Management																	
b. Department, Agency or Establishment		Youth Director w/ CYP Oversight				NF		1701		04		SN		10/4/08			
c. Second Level Review																	
d. First Level Review																	
e. Recommended by Supervisor or Initiating Office		Youth Director w/ CYP Oversight				NF		1701		04							
16. Organizational Title of Position <i>(if different from official title)</i> Youth Director w/ CYP Oversight						17. Name of Employee <i>(if vacant, specify)</i>											
18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY						c. Third Subdivision											
a. First Subdivision COMMANDER NAVY INSTALLATIONS COMMAND						d. Fourth Subdivision											
b. Second Subdivision						e. Fifth Subdivision											
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee <i>(optional)</i>											
20. Supervisory Certification. <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that</i>						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i> G. YOUNG CNIC CYP											
Signature _____ Date _____						Signature  Date 10/9/08											
21. Classification/Job Grading Certification. <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>						22. Position Classification Standards Used in Classifying/Grading Position											
Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.											
Signature  Date 10/9/08																	
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>																	
b. Supervisor																	
c. Classifier																	
24. Remarks IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20a TO VERIFY ACCURACY WHEN PD IS USED																	
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>																	

Youth Director w/ CYP Oversight **NF-1701-04**

Introduction

The purpose of the Youth Director with Oversight position is twofold: (1) to administer a developmentally appropriate youth program for children of eligible patrons and (2) oversee all installation Child and Youth Programs (CYPs). Administration includes the direction and operation of a School Age Care (SAC) program and/or a Youth Program (YP). A variety of services are provided in accordance with demand and availability of funding to include programs for children ages 5 years through 18 years such as before and after school programs, summer and vacation camp, open recreation, sports and fitness activities, teen programming, and special events. Activities are responsive to the developmental, recreational, social, psychological, and cultural needs of children and youth.

The incumbent provides oversight of all installation CY programs, which may include any or all of the following programs as applicable to the installation: Child Development Centers (CDCs), any additional SAC and YP programs, Child Development Home (CDH) programs, and Resource and Referral (R&R) programs. The incumbent works with all of the installation CYP Directors to ensure that the CYP functions as one unit through implementation of an organizational structure that promotes communication among programs and information and resource sharing.

Major Duties and Responsibilities

The Youth Director with Oversight is responsible for the administration of the facility and for oversight of the installation CY programs. Major duties and responsibilities include implementation of developmentally appropriate programs, budgeting and financial management, personnel management, program operations, compliance, and CYP Oversight, among other tasks. These tasks are summarized below.

Program Management

- Applies professional knowledge of child and youth development to develop and supervise a developmentally appropriate SAC and YP.
- Ensures implementation of a developmentally appropriate program that promotes the social, emotional, physical and cognitive growth of children and youth in the age categories served.
- Provides program oversight and accountability for the performance of employees and the safety of children in accordance with the Department of Defense (DoD), Department of Navy (DoN), and local policies and standards.
- Recommends modification of higher-level program goals and interprets and applies child and youth development philosophy/principles and DoN policies based on patron needs and program evaluation and assessment.
- Ensures the development, implementation and analysis of surveys and needs assessments of staff and patrons to ensure appropriate programming and hours of operation.
- Collects and maintains up-to-date statistical data for planning and reporting purposes in accordance with higher headquarters and statutory requirements and for the purpose of

maximizing spaces and ensuring that resources accommodate the needs of command personnel. This may include hours of operation, transportation to schools attended by eligible patrons, and programming needs of the military community.

- Maintains liaison with local institutions and community organizations to stay abreast of trends and changes in the community and to provide additional opportunities for families, children, and youth to participate in programs not offered on the base or that complement base programs.
- Interacts professionally with employees, parents, volunteers and local installation command personnel.
- Participates actively and positively in managing and resolving issues with parents, volunteers and/or employees.

Budgeting and Financial Management

- Develops integrated budget input, conducts written analysis of budget variances as necessary, and prepares justification for funding of program resource requirements and repairs or maintenance of facilities and equipment.
- Oversees the collection, accurate accounting and reporting of funds received from patrons.
- Ensures compliance with all regulations governing the use of appropriated and non-appropriated funds.
- Adheres to authorized methods of acquisition.

Personnel Management

- Responsible for the supervision of employees and volunteers. The types and number of employees supervised by this position will vary based on the size of the program and actual program requirements. Supervisory responsibilities may include supervision of the installation CYP Directors, CYP Training Specialists, Teen Coordinator, Sports Coordinator, Teen/Sports Coordinator, Assistant Director, Program Leaders, Program Assistants, Operations Clerk(s), and Custodian(s).
- Ensures proper and timely initiation and implementation of all personnel actions and assures quality related to selection, assignments, training, promotions, disciplinary actions, and recognition of employees and volunteers.
- Supports and carries out all established EEO objectives and policies in matters of personnel management and supervision and communicates support of these policies to subordinates.
- Ensures all employees follow safety, health, nutrition, and risk management policies and procedures.
- Oversees the development of a staffing schedule in accordance with established ratios and group sizes and coordinates use of employees who work across CY programs with other installation CYP Directors. Monitors schedule to ensure that program meets the required child to adult ratios and that over-staffing is avoided.
- Establishes local performance standards for employees and volunteers using established standards and requirements and evaluates performance.
- Provides clear guidance to employees and volunteers regarding compliance with standards and execution of management directives.
- Receives and ensures resolution of complaints related to personnel and takes disciplinary action as necessary.

- Works collaboratively with CYP Training Specialist(s) to identify training needs of employees, provide or make provisions for training to accomplish those needs, and assess application of training.
- Ensures training is competency-based and tied to career progression. Encourages and facilitates the pursuit of continuing higher education, including the Military School-Age (MSA) credential or college-level classes.

Program Operations

- Gives input into the development of CYP standard operating procedures (SOPs) as required for the efficient operation and management of facility and programs. Ensures implementation of these SOPs.
- Works collaboratively with other CYP Directors to establish and implement a combined Parent Involvement Board (PIB) that includes parents and representatives from the CDC, CDH, SAC, and YP (as applicable to each installation). Maintains an active program of parental involvement to include a PIB, parent education opportunities, and activities that provide parents an opportunity to participate.
- Gives input into the development of CYP employee and parent handbooks and ensures distribution of these handbooks.
- Ensures that program spaces are fully utilized. Works collaboratively with the person responsible for maintaining the Central Waiting List (CWL) to ensure vacancies within the SAC program are filled quickly.

Compliance

- Ensures compliance with, and is assessed by adherence to the standards and criteria developed by the DoN, DoD, the Military Child Care Act (MCCA), and the National AfterSchool Association (NAA). Takes action to obtain and retain DoD certification and NAA accreditation. Takes action to implement recommendations or correct deficiencies resulting from inspections or accreditation visits. Prepares responses to inspection reports.
- Ensures the development and provision of programs related to the core program areas outlined in the OPNAV and implements programs required by the DoN such as Boys and Girls Club of America (BGCA) or 4H required programs.
- Implements and supports policies and procedures to ensure compliance with health, fire, safety, facility, and program regulatory guidance and standards.
- Responsible for compliance with child abuse and neglect reporting requirements.
- Ensures compliance with the US Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). Ensures food service operations provide nutritionally balanced meals and snacks in accordance with USDA guidelines.

CYP Program Oversight

- Executes a child placement system, including a central enrollment registry when installations are located in the same geographical vicinity and a single Central Waiting List (CWL) for ages 0-12 for the entire CYP program or geographical vicinity.
- Coordinates with all installation CYP Directors to ensure an installation Parent Participation Plan, including a PIB that includes parents and representatives from CDC, CDH, SAC, and YP as applicable to each installation is implemented.
- Coordinates a joint CYP Special Needs Review Board (SNRB) at the installation.

- Responsible for coordinating the issuance of an installation-wide fee letter.
- Compiles program statistical data for reports and data calls.
- Coordinates with all installation CYP Directors the use of employees across the CYP, including the development and use of a singular staffing schedule when applicable to ensure efficient use of employees across the CY program.
- Ensures that CYP Training Specialist(s) assigned to the installation are utilized across the CYP effectively in accordance with CYP Management Standards.
- Initiates a CYP-wide training program by ensuring that the CYP Training Specialist positions develop targeted, integrated training plans that accounts for the common and unique training needs of staff across the CYP.
- Coordinates with all installation CYP Directors the development of single installation SOPs, CYP Professional Handbook and a parent handbook for the CYP for efficient operation and management of facility and programs.
- Ensures fluid communication among CYPs on the installation.
- Serves as the liaison with the Regional Program Manager on all CYP issues.
- Coordinates and maintains documentation for Commander, Navy Installations Command (CNIC) and Multi-Disciplinary Team Inspections and is responsible for timely corrective actions plans.

Additional Responsibilities

- Completes all DoN training requirements.
- Serves as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Performs other duties as assigned.

Classification Factors

Factor 1. Knowledge, Skills and Abilities Required by the Position

- An incumbent must have one of the following:
 - A 4-year degree in a field related to youth programs, such as youth recreation, recreation physical education, elementary education, secondary education, home economics with an emphasis in human development, youth development, psychology, or social work , or other degree appropriate to the position being filled AND 3 years of full time experience working with children and/or youth.
 - OR
 - A Master's degree in the related field of study AND minimum of 1 year professional experience working with children.
 - OR
 - A combination of education and experience (e.g. courses equivalent to a major in a field (24 higher level semester hours) appropriate to the position (see above)) plus appropriate experience or additional course work that that provided knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above AND 3 years of full time experience working with children and/or youth.

- Ability to communicate effectively both orally and in writing in English and possess strong interpersonal communication skills.
- Knowledge of the principles of child and youth development and in designing and managing an exceptionally complex program that includes, but is not limited to safety, security, disease prevention, employee training, developmentally appropriate activities, parent involvement, and facility management.
- Knowledge of and skill in applying both Federal and State laws governing the detection and prevention of child abuse and/or neglect.
- Possess necessary skills in program planning, organizing and coordinating to devise and carry out a variety of program components.
- Experience working with military families and an understanding of military lifestyles is preferred.
- Knowledge of financial management, budgeting, and purchasing as it pertains to a child and youth program.
- Ability to identify and respond properly to emergency situations, including evacuations, child and youth illness, and physical and emotional disorders.
- Knowledge of facility design, functional use, and maintenance concepts; DoN, local and state child and youth regulations and procedures as well as other regulations and instructions pertaining to military child care.
- Strong supervisory and business skills and ability to provide positive personnel management. Strong interpersonal communication and leadership skills to facilitate and organize a collaborative and cohesive installation CYP team.
- Possess a driver's license.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete all background checks IAW PL 101-647 to include National Agency Check with Written Inquiries (NACI).

Factor 2. Supervisory Controls

Works under the general supervision of the Regional Program Manager or the designated installation Family Readiness Director. Supervisor provides only administrative guidance of overall program objectives. The incumbent is expected to plan, administer and execute responsibilities and duties with little guidance. Work is reviewed in terms of overall effectiveness and successful operation of the program, compliance with policies and regulations, and patron and command satisfaction.

The incumbent plans and carries out various phases and projects of the program and handles conflicts and deviations in accordance with instructions and policies. Supervisor periodically checks operation to ensure that the program is responsive to the needs of participants and that the program objectives are achieved. Problems requiring technical guidance may be referred to the supervisor or a higher authority for review and action as appropriate.

Factor 3. Guidelines

Operational guidelines include, but are not limited to, DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; Military Child Care Act (MCCA); NAVMED P-5010; Standard Operating Procedures; accreditation criteria for NAA; BGCA standards and other applicable instructions and regulations. Specific goals concerning the responsibilities for planning and coordinating management activities are not available and must be identified by the incumbent.

The incumbent must be able to interpret and adapt guidelines as needed to fit specific child and youth needs at any given time. When necessary, the incumbent recommends additions or amendments to guidelines as the result of evaluation of programs and the determination of specific needs.

Factor 4. Complexity

Assignments are diverse in nature and include numerous unrelated processes and procedures in a wide variety of activities, wherein primary care of children and youth may present unusual decisions based upon life and death situations and circumstances. The health, safety and security of children and youth must supersede all other considerations. The complexity of the CYP requires detailed planning, execution and strict adherence to complex regulations and employment requirements while providing an environment that is nurturing and supportive of children and youth's needs.

Facilities and playgrounds require continuous evaluation in order to provide safe, developmentally appropriate activities that meet the needs of a variety of age groups. Decisions require assessment of participants' interests and needs, funding sources, employee and volunteer support, and an understanding of financial and personnel management. The success of the program requires ongoing interpretation of program developments and trends, a wide range of decisions regarding program plans, and innovation in developing and refining methods and techniques to be used in solving problems and deficiencies.

Factor 5. Scope and Effect

The incumbent is responsible for planning and implementing a developmentally appropriate CYP through the administration, operation and direction of a SAC and/or Youth Program. A variety of different types of services are provided, each requiring special planning and management skills. The incumbent is responsible for ensuring that the CYP operates in compliance with the MCCA; DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; NAA; BGCA standards; and any applicable Federal, State, and local instructions, standards, policies and regulations.

The incumbent plans, develops, assesses and implements all program components and services offered; establishes short and long range objectives for the training program; initiates and coordinates inspection that comply with OPNAVINST 1700.9 series; researches and implements child and youth educational practices and procedures to ensure safe, developmentally appropriate programming; develops triennial assessment of command annual customer survey regarding child care needs; develops criteria and methods for the evaluation of the effectiveness of child and youth programs and activities being provided; coordinates and maintains documentation of

program inspections; and implements corrective action plans. The incumbent obtains special funding resources to offset costs to provide extra services.

The incumbent ensures command personnel are able to complete mission requirements knowing that their children are cared for in a safe and secure environment, the activities offered reduce the loneliness and stress related to relocation and deployment, and the program provides a foundation for future success.

Factor 6. Personal Contacts

In addition to contacts with patrons and their parents, contacts includes base personnel; APF and NAF employees; supervisors; on and off installation support agencies; higher headquarters personnel; educational, social and civic agencies; colleges and universities; and other military child and youth personnel, either individually or in groups in structured settings. Personal contacts also include installation CYP Directors with the goal of facilitating communication and ensuring that the CYP functions as one unit, thereby contributing to the efficient operations of the overall program.

Factor 7. Purpose of Contacts

The purpose of contacts is to promote, plan, implement, provide information, answer questions, solve problems, train, influence cooperative attitudes, and coordinate with military and civilian resources in order to maintain a successful CYP. The purpose of contacts with other groups or individuals is to promote the cooperation and collaboration of the groups or individuals or for arranging for supplies and services needed with vendors. The incumbent must skillfully promote the highest possible degree of program execution and cooperation through innovative program planning and presentation and through effective public relations methods and techniques.

Factor 8. Physical Demands

The incumbent may be required to do considerable walking, standing, bending, stooping and/or be able lift and carry up to 40 pounds. The incumbent may be required to drive an automobile when visiting other CYP sites (to include driving a government vehicle while transporting children to and from activities). The majority of the work will be done in the youth facility; however, the incumbent will be required to participate in field trips. Field trips include a wide variety of activities such as amusement parks, hiking, and canoeing.

Factor 9. Work Environment

The work involves every day risks or discomforts that require normal safety precautions typical of a wide variety of child and youth activities, programs, and services, such as exposure to disease or injuries from lifting children, youth, or supplies up to 40 pounds. Office areas are adequately lighted, heated and ventilated. The incumbent may work an uncommon tour of duty to include evenings and weekends to accommodate the youth program schedule.